COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction describes policy for managing the Air Force Prime Readiness in Base Services (RIBS) Program. It implements DoD Directive 1100.18, *Wartime Manpower Mobilization Planning*, 31 January 1986; DoD Instruction 1100.19, *Wartime Manpower Mobilization Planning Policies and Procedures*, 20 Feb 1986; and, AFPD 34-1, *Services Combat Support Programs*. This publication applies to all Services (SV) organizations, including those in the Air National Guard (ANG) and Air Force Reserve Command (AFRC). Major commands (MAJCOM) may supplement this instruction. All supplements must be sent to the Director of Operations, Headquarters Air Force Services Agency (HQ AFSVA/SVO) 10100 Reunion Place, Suite 401, San Antonio, Texas 78216-4138, and to Headquarters United States Air Force, Directorate of Services, Chief, Readiness and Requirements Division, (HQ USAF/ILVR), 1770 Air Force Pentagon, Washington DC 20330-1770, for approval. If approved, MAJCOMs are responsible for sending information copies of their supplement to HQ AFSVA/SVO and HQ USAF/ILVR. Supplements must also be posted on the Air Force Publications Web page. The Paperwork Reduction Act of 1974, as amended in 1996, affects this publication. Records Disposition. Ensure that all records created by this AFI are maintained and disposed of IAW AFMAN 37-139, *Records Disposition Schedule*. This publication directs collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 USC 8013. System of records notice F036 AF PC N, Unit Assigned Personnel Information applies.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision adds responsibilities for Unit Type Code (UTC) OICs/NCOICS (paragraphs **1.16.**through **1.16.2.**); updates rules for UTC posturing and coding (paragraphs **2.6.**through **2.6.6.6.**); adds UTC posturing priorities (paragraphs **2.6.7.**through **2.6.7.6.**); changes the concept of operation for Home Station Training (HST) (**Chapter 3**); and, revises HST and Services Combat Training (SCT) requirements (**Table 2.** and **Table 3.**).

1. Purpose and Responsibilities.

1.1. **Purpose.** The purpose of the Prime Readiness in Base Services (RIBS) program is to provide trained Services forces for wartime combat support and contingency operations. The Prime RIBS program is an Air Force, major command (MAJCOM), and base-level readiness program to organize, train, and equip Services combat support forces (active duty, Air Reserve Component (ARC), and civilian) for both their wartime and contingency missions.

1.2. **Headquarters United States Air Force Director of Services (HQ USAF/ILV):**

1.2.1. Establishes Services doctrine and policy.

1.2.2. Oversees the Air Force Prime RIBS Program.

1.2.3. Chairs the Air Force Services Readiness Council.

1.2.3.1. The Council is composed of all MAJCOM/SVs and the Commander, Air Force Services Agency (AFSVA/CC).

1.2.3.2. The Council recommends Services readiness program policy and direction.

1.2.3.3. The Council meets on an as-needed basis.

1.2.4. Appoints, by name, the Air Force Services Functional Area Manager (FAM) responsible for overseeing the management and planning of all personnel and equipment actions within Services to support military operations during wartime and contingencies.

1.3. **Headquarters United States Air Force Services Readiness and Requirements Division (HQ USAF/ILVR):**

1.3.1. Serves as the Services Readiness Functional Area Manager (FAM) and the office of primary responsibility for Air Force Prime RIBS program policy.

1.3.1.1. Advocates, and defends program objective memorandum (POM) for manpower, training, and equipment initiatives.

1.3.2. Chairs the semi-annual meeting of the **Readiness, Training, Education, and Manpower (RTEAM) team**, which makes recommendations to the Air Force Services Readiness Council.

1.3.2.1. The RTEAM is comprised of all MAJCOM/SVXs, ANG/SVX, Air Force Services Agency Directorate of Operations (AFSVA/SVO), Air Force Services Agency Directorate of Force Management & Personnel (AFSVA/SVX), and advisors from the Air Force Institute of Technology (AFIT), the Services Academy, and the Reserve Advisor to the AFSVA/CC.

1.3.2.2. The RTEAM provides overall direction for Services readiness, training and education, and manpower programs through an integrated approach to sustain Air Force core competencies. RTEAM responsibilities include:

1.3.2.2.1. Reviews Services readiness, training and education, and manpower programs and validates new requirements while balancing available resources and recommends AF/ILV approval for major changes/deletions to programs.

1.3.2.2.2. Reviews and recommends ILV approval of Services Readiness program direction through the Services Readiness Management Strategic Plan.

1.3.2.2.3. Provides vision and recommends direction for Services readiness, training and

education, and manpower programs to AF/ILV.

1.3.2.2.4. Promotes Services readiness planning and execution consistency across Component, MAJCOM, and base level organizations.

1.3.2.3. RTEAM is to meet semi-annually; at least one meeting will be in conference and the other may be via video teleconference. The OPR for meetings, agenda, and minutes is AF/ILVR with HQ AFSVA/SVO/SVX as OCRs.

1.3.3. Appoints the Air Force Services (AF/ILV) Functional Area Manager (FAM) to chair the **Air Force Services Warfighting Requirements Review (WFRR)** working group.

1.3.3.1. The WFRR working group is comprised of all MAJCOM and ANG SVX readiness action officers with advisors from AFIT/CES, the Air and Space Expeditionary Force Center (AEFC), the Services Academy, and HQ AFSVA/SVOHR and SVORA.

1.3.3.2. The WFRR working group makes recommendations to the RTEAM on policy, training, and resource allocation issues.

1.3.3.3. The WFRR meets semi-annually. The OPR for meetings, agenda, and minutes is AF/ILVR with HQ AFSVA/SVOH as the OCR.

1.3.4. Coordinates joint readiness efforts with other Department of Defense agencies.

1.3.5. Executes all assigned responsibilities outlined in AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*, Chapter 9.

1.3.6. Develops planning guidance in Air Force doctrine and the *War and Mobilization Plan*, Volume 1 (WMP I), Annex GG, Services.

1.3.7. Coordinates on all operation plans (OPlans) with Headquarters Air Force War & Mobilization Plans Division (AF/XOXW) to maintain continuity in Services planning.

1.3.8. Develops guidance for determining Services wartime manpower requirements through planning and conducting the Total Force Assessment.

1.4. **Air Force Services Agency Directorate of Operations (HQ AFSVA/SVO):**

1.4.1. Serves as the manager of the Air Force Services Prime RIBS Program by establishing procedures, implementing standards, and program guidance for execution of the Prime RIBS Program.

1.4.2. Monitors Services organizations' Status of Resources and Training System (SORTS) ratings and AEF UTC Reporting Tool (ART) inputs and develops SORTS reporting instructions.

1.4.3. Administers the Services Field Integrated Research and Modernization (FIRM) Team, which oversees the equipment modernization program.

1.4.3.1. Membership includes functional representation from the logistics and engineering communities to ensure interoperability with bare base systems.

1.4.3.2. All recommendations and findings are presented to the WFRR and the RTEAM.

1.4.4. Updates and distributes revisions to the Prime RIBS Manager's Guide.

1.4.5. Serves as the functional manager to review Allowance Standards for Services War Reserve Materiel (WRM) and home station training (HST) requirements.

1.4.6. Coordinates with AEFC Services to distribute crossfeed and after action reports from exercise and real world contingencies. (Report Control Symbol (RCS): HAF-XOW (AR)0109)

1.4.6.1. Researches after action reports and suggested corrective actions submitted to ensure synchronization and fusion with joint doctrine, Air Force doctrine, and the Air Force Agile Combat Support core competency.

1.4.7. Nominates teams and programs funding for biennial Services readiness competition (Readiness Challenge).

1.4.8. Provides technical guidance to Air Force contractors in support of Services beddown sustainment augmentation.

1.4.8.1. Participates in annual review of contractual Statements of Work (SOW).

1.4.8.2. Consolidates and distributes contracted operation after-action reports.

1.4.8.3. Tracks contingency contract cost and usage figures for historical reporting purposes.

1.4.9. Assists Component and MAJCOM Services planners with planning responsibilities to include OPlan requirements and UTC sourcing.

1.4.10. Maintains web-based Readiness guidance for use by Services planners and deployed teams at **https://www-r.afsv.af.mil/RD/**.

1.4.11. Maintains contract templates to support Services contingency locations.

1.4.11.1. Identifies sources of supply for Services rations and equipment.

1.4.11.2. Provides requirements matrices to Services Component planners.

1.4.12. In conjunction with AFSVA Directorate of Force Management & Personnel's Training Division (AFSVA/SVXT), prepares, reviews, develops, and implements all Services training standards, requirements, objectives, and materials to ensure Services personnel readiness, to include jointly certifying Services Combat Training (SCT) sites every 15-18 months.

1.4.13. Reviews the Air Force Worldwide UTC Availability System (AFWUS) and AEF Libraries quarterly and works with MAJCOMs to reconcile differences.

1.5. **Air Force Services Agency Directorate of Force Management & Personnel (AFSVA/SVX).** In coordination with AFSVA/SVO:

1.5.1. Standardizes HST and SCT objectives and requirements and implements through MAJCOM training managers.

1.5.2. Prepares readiness training material for Prime RIBS HST and SCT, as well as core performance requirements for all readiness training.

1.5.3. Reviews SCT curriculum and site equipment and jointly certifies SCT sites every 15-18 months.

1.5.4. Develops and conducts supplemental training (i.e., ARC Activity Manager's Course and the Prime RIBS Manager's Course).

1.5.5. Publishes and distributes standardized Services training materials and aids.

1.5.6. Reviews HQ AETC-developed specialty-training standards for individual contingency skills.

1.5.7. Reviews Services wartime mission support objectives developed by the AFIT School of Civil Engineering and Services.

1.5.8. Establishes procedures, standards, and program guidance for ARC Deployment for Training (DFT) Program.

1.6. **Reserve Advisor to AFSVA/CC (AFSVA/CCR):**

1.6.1. Provides oversight of the Air Force Services Individual Mobilization Augmentee (IMA) Program. Coordinates and monitors the program with AF/ILVR, the Air Reserve Personnel Center, MAJCOM program managers, and the MAJCOM SVX Staff.

1.6.2. Serves as the Chairperson for the Services IMA Council.

1.6.2.1. The Council is composed of officer and enlisted IMAs from all MAJCOMs.

1.6.2.2. The purpose of the Council is to ensure mission capabilities of Services IMAs by providing recommendations on policy, training, career development, and resource allocation issues to senior leadership through AFSVA/CCR.

1.6.3. Centrally budgets and allocates AFSVA formal school training quotas for IMAs.

1.6.4. Updates and distributes revisions and changes to the Services IMA Supervisor's Comprehensive Training Guide.

1.6.5. Establishes procedures, standards, and program guidance for the ARC deployed for training programs.

1.6.5.1. Coordinates annual deployments for training (DFT) with ANG and AFRC.

1.6.6. Executes the centralized Military Personnel Appropriation (MPA) Man-Day Program for the Services community, through the command Man-Day Allocation System, to support active duty requirements (e.g., honor guard, exercises, small scale contingencies, and premobilization support) during increased readiness operations.

1.6.7. Develops and conducts supplemental training (i.e., AFRC and IMA Joint Services Conference, and Agency Training Session).

1.7. **Air and Space Expeditionary Force Center (AEFC).**

1.7.1. The AEFC is a cross-functional, centralized management team responsible for planning, configuring, scheduling, and preparing AEFs as well as assessing AEF capabilities to enable the advancement of the AEF construct. AEFC/CC reports administratively to the Commander, Air Combat Command (COMACC).

1.7.2. AEFC Services (AEFC/AESB):

1.7.2.1. Ensures MAJCOMs and ANG Services FAMs align their bases' UTCs IAW the MAJCOM Expeditionary Combat Support-IPT (ECS-IPT) approved AEF Alignment Sheet.

1.7.2.2. Ensures a balanced Services UTC apportionment and capability in each AEF pair (e.g., AEFs 1 and 2, AEFs 3 and 4, etc.).

1.7.2.3. Coordinates AEF Library updates with MAJCOMs.

1.7.2.4. Nominates Services UTCs to the MAJCOMs to meet all Combatant Commander Crisis and Steady-state deployment requirements as stated in the Time Phased Force Deployment Data (TPFDD).

1.7.2.5. Coordinates with other AEFC functional areas to maximize teaming of UTCs from similar origins to similar destinations.

1.7.2.6. Hosts MAJCOM sourcing conference (in-person or electronically) prior to each AEF Cycle. Frequency of sourcing conferences may vary based on changes to theater requirements (i.e., Crisis Action Planning).

1.7.2.7. Monitors ART for UTC availability, primarily during Crisis Action Planning.

1.7.2.8. Assists MAJCOMs/Air Force Component Commands (AFCCs) in preparing UTCs for deployment by:

> 1.7.2.8.1. Ensuring deploying UTCs receive points of contact (POCs) for other UTCs deploying with them from the other units and POCs for the gaining deployed units.

> 1.7.2.8.2. Coordinating information packets for deploying UTCs with Supported AFCCs (i.e., UTC Position Descriptions or Bullet Background Papers).

1.7.2.9. Serves as member to the WFRR and advisor to the RTEAM.

1.7.2.10. Reviews, consolidates, and disseminates after action reports submitted by units through their parent MAJCOMs.

1.7.2.11. Coordinates corrective actions for after action reports requiring further action with MAJCOMs, AFSVA/SVO, AF/ILVR, and others to improve and advance AEF capabilities.

1.7.2.12. Processes AEF after-action reports (to include lessons learned, issues, and observations) submitted to the AEF Center via the Advanced Lessons Management System (ALMS) On-Line program found on the Air Force Center for Knowledge Sharing Lessons Learned (AFCKSLL) web sites at **https://afknowledge.langley.af.mil** (**http://knowledge.langley.af.smil.mil** for the SECRET Internet Protocol Router Network (SIPRNET)) site. Reports will first be submitted to Component/MAJCOM Services staff for validation. Issues regarding Air Force policy and procedure will be coordinated with HQ USAF/ILVR.

1.8. MAJCOM Directorates of Services (MAJCOM/SV):

1.8.1. Executes Prime RIBS program and designates a command Services Readiness FAM by name.

1.8.2. Evaluates the Prime RIBS program effectiveness of assigned units.

1.8.3. Identifies Prime RIBS UTCs as deployable or associate to meet OPlan requirements using standard Air Force UTC configurations. Deployable UTCs may be available in any rotation during surge operations. Associate UTCs are built for authorizations that do not fit into standard deployable UTCs.

1.8.4. Updates the AEF Library and the AFWUS on a quarterly basis.

1.8.5. Oversees units to ensure all Prime RIBS teams are fully staffed, trained, and equipped.

1.8.6. Ensures required personnel, equipment, and contracts are available for Strategic Mission Support and sustaining wartime requirements.

1.8.7. Oversees units to ensure detailed Services beddown and sustainment plans are developed for each deployment location the unit is tasked to support according to existing OPlans.

1.8.8. Develops SORTS Designed Operational Capability (DOC) statements for assigned units and coordinates on all DOC statements for gained ARC units.

1.8.9. Monitors Services SORTS and ART reports for all assigned active, guard, and reserve units allocated/apportioned to the command.

1.8.10. If designated as the responsible Manpower and Equipment Force Packaging (MEFPAK) command, maintains respective UTC MANFOR and LOGDET data and supports Services pilot units to develop mobility packages for Services UTCs.

1.8.11. Postures Prime RIBS teams for worldwide deployment using authorized and funded MAJ-COM personnel resources based on current UTC configurations and requirements stated by AF/ILVR.

1.8.12. Requires base-level Services activities to submit exercise and deployment after action reports as required by AFI 10-403, *Deployment Planning and Execution,* and this AFI to AEFC through the MAJCOM.

1.8.13. Ensures all assigned units and Prime RIBS teams provide after action reports input within 14 days of redeployment from exercises, contingency and combat operations, in accordance with AFI 10-400, *Aerospace Expeditionary Force Planning.*

1.8.14. Coordinates after action report corrective actions on command specific events and devises solutions in cooperation with AFSVA/SVO, AEFC, and AF/ILVR to ensure continuous improvement in expeditionary processes, procedures, and equipment.

1.8.15. Monitors AEFC Online at **https://aefcenter.acc.af.mil/aefonline/** and the AEF Lessons Learned database at **https://afknowledge.langley.af.mil/aefll/home/home.asp?sel=home** for trends unique to the command to avoid recurring weaknesses and achieve effective results.

1.8.16. Validates and assists components in validating significant after action reports and corrective actions requiring changes to doctrine, policy, plans, standard operating procedures (SOPs), and force packages, and works in conjunction with other MAJCOMs, AEFC, AFSVA/SVO, AF/ILVR, and other staff agencies to ensure appropriate changes are implemented.

1.8.17. Nominates teams and programs funding for biennial Services Readiness (Readiness Challenge) competition.

1.8.18. Executes the Services IMA Program.

   1.8.18.1. Monitors and evaluates the information provided in the IMA End-of-Tour Evaluation.

   1.8.18.2. Selects officer and enlisted IMAs as representatives to the Services IMA Council.

1.8.19. Consolidates and prioritizes ARC Deployment for Training Program Support.

1.8.20. Determines total MAJCOM MPA man-day requirement and budgets for per diem and travel to fund ARC support on MPA man-day tours.

1.8.21. Programs and initiates the use of Air Force Services contingency contracts and/or nonappropriated fund memorandums of agreement (NAF-MOA) to reduce Services personnel tempo, while maintaining an adequate training-base for Prime RIBS teams.

1.8.22. MAJCOMs identify unit support requirements to AFSVA/SVOR for execution of the voluntary support for Man-days and Deployment for Training (DFT) Programs.

1.8.23. Ensures Component and Numbered Air Force (NAF) staffs have the proper level of Services manning.

1.8.24. Submits, advocates, and defends program objective memorandum (POM) for manpower, training, and equipment initiatives.

1.8.25. Training Responsibilities:

1.8.25.1. Evaluates training effectiveness by measuring deployment and employment capabilities and equipment availability.

1.8.25.2. Ensures MAJCOM and unit training programs conform to UTC and OPlan taskings.

1.8.25.3. Allocates SCT quotas to bases and manages quotas to ensure maximum utilization.

1.8.25.4. Assigns priorities to unit requests for annual ARC deployments for training and forwards consolidated requirements to HQ AFSVA/SVOR.

1.9. **Air Force Component Command/Numbered Air Force Services Staffs:**

1.9.1. Develop deliberate and crisis action plan requirements for their respective areas of responsibility (AOR), IAW the Prime RIBS Manager's Guide and the WMP I, Annex GG.

1.9.2. Man forward headquarters staffs during contingency operations. Determine command staff augmentation requirements using Services UTCs (e.g., LWRRH).

1.9.3. Support forward operating location (FOL) requirements for manning assistance, rations, and equipment.

1.9.4. Maintains a summary of FOL command and control information (listed in **Attachment 2**), and makes the information available to rear staffs, AEFC, MAJCOMs, AFSVA, and AF/ILV. (SIPRNET based web pages are the preferred method of making command and control information available.) Ensures sites complete weekly situation reports (SITREPS) using the template at **Attachment 2,** Services Upward Reporting Data Elements.

1.9.5. Track movement of Prime RIBS UTCs for both personnel and equipment from the UTC origin until it reaches the theater destination. Also tracks redeployment from forward operating locations to home station.

1.10. **Installation Commander:**

1.10.1. Ensures a Prime RIBS program is established.

1.10.2. Ensures funding for Prime RIBS equipment and training requirements.

1.10.3. Ensures Services forces focus on their wartime support mission.

1.11. **Services Commander/Division Chief:**

1.11.1. Validates, assesses, and submits unit SORTS report IAW AFI 10-201, *Status of Resources and Training System*.

1.11.2. Validates and submits ART reports to the MAJCOM and assesses whether each UTC is qualified to perform its mission (as stated in the UTC mission capability statement (MISCAP)).

1.11.3. Budget for/requests funding for all HST requirements, UTC team kits, and SCT.

1.11.4. Develops local Services mission support and base sustaining requirements.

1.11.5. Ensures contingency contracts and/or NAF MOAs are available to sustain Services operations when military personnel are deployed.

1.11.6. Appoints, in writing, a **Prime RIBS program manager**.

   1.11.6.1. Ensures Prime RIBS manager is trained and executes program in accordance with Prime RIBS Manager's Guide, this AFI, and AFSVA Readiness Standards. The Prime RIBS Manager's Guide is available at **https://www-r.afsv.af.mil/RD/Std.htm**.

   1.11.6.2. Ensures Prime RIBS Manager attends the AFSVA Prime RIBS Managers' Course, SORTS class, and any other local training required to execute the Prime RIBS mission.

1.11.7. Submits deployment reports to the MAJCOM as required by the AEFC.

   1.11.7.1. Submits after action reports to component no later than two weeks prior to departure from beddown.

   1.11.7.2. Submits after action reports in accordance with AFI 10-400, *Aerospace Expeditionary Force Planning*.

   1.11.7.3. Provides follow up information to MAJCOM, AFSVA/SVO, and other staff agencies as requested to clarify identified deficiencies or solutions offered.

1.11.8. Ensures Prime RIBS HST requirements are met each AEF cycle.

   1.11.8.1. Approves AEF cycle HST training plan and receives quarterly updates on training status of team members.

   1.11.8.2. Monitors Prime RIBS team manning, equipment, and training to meet requirements.

1.11.9. Ensures food services personnel reporting for SCT are certified on M-2 burner and immersion heater prior to attending.

1.11.10. Manages the unit IMA Program.

   1.11.10.1. Ensures IMAs are fully qualified to perform wartime duties.

   1.11.10.2. Manages the Services IMA End-of-Tour Evaluation.

1.11.11. Supports ARC Deployment for Training (DFT) Program requirements.

1.11.12. Ensures all Prime RIBS teams (UTCs) are fully staffed, trained, and equipped.

1.11.13. Reviews personnel, equipment, and contracts needed for Strategic Mission Support and sustaining wartime requirements.

1.11.14. Ensures detailed Services beddown and sustainment plans are developed for each deployment location the unit is tasked to support according to existing OPlans.

1.12. **Combat Support Flight Commander or Services Flight Commander (ANG):**

1.12.1. Reviews SORTS and ART reports and verifies accuracy in accordance with AFI 10-201, *Status of Resources and Training System*; AFI 10-244*, Reporting Status of Aerospace Expeditionary Force; and* AFI 10-400*, Aerospace Expeditionary Force Planning.*

1.12.2. Budgets and plans for HST, assigned UTC team kits, and Services Combat Training.

1.12.3. Takes all necessary actions to ensure Services Commander responsibilities noted in **1.11.** above are met.

1.13. **Prime RIBS Manager:**

1.13.1. Implements Prime RIBS program in accordance with the Prime RIBS Manager's Guide, this AFI, and AFSVA Readiness Standards. The Prime RIBS Manager's Guide is available at **https://www-r.afsv.af.mil/RD/Std.htm**.

1.13.2. Maintains unit DOC statement.

1.13.2.1. Reviews DOC statement every AEF cycle and briefs Services commander/division chief on changes.

1.13.2.2. Coordinates new DOC statement with applicable wing agencies upon receipt.

1.13.2.3. Postures Prime RIBS teams according to DOC statement.

1.13.3. Ensures Prime RIBS team members are functionally aligned on UTCs (e.g., Food Service personnel against Food Service functional account code (FAC) 45D1, Fitness personnel against FAC 45D8, etc.).

1.13.4. Prepares SORTS report monthly or within 24-hours of a C-level change IAW AFI 10-201, *Status of Resources and Training System.*

1.13.5. Maintains a deployment folder on each unit member.

1.13.6. Ensures individuals know their Prime RIBS responsibilities.

1.13.7. Maintains Prime RIBS team deployment equipment kits and mobility bags as prescribed by the installation deployment officer (IDO).

1.13.8. Submits after action reports to the Commander/Division Chief when required by the AEFC.

1.13.9. Coordinates and reviews Deliberate, Crisis Action, Base Support, and Exercise Plans.

1.14. **Prime RIBS Team Members:**

1.14.1. Maintain personal affairs (financial, legal, administrative, etc.), so deployments do not create undue hardships for themselves or family members.

1.14.2. Keep the following items current and available at all times:

1.14.2.1. US Government driver's license (if required).

1.14.2.2. SF 601, *Health Record/Immunization Record.*

1.14.2.3. DD Form 2AF, **Armed Forces Identification Card** (military); or AF Form 345, **Department of the Air Force Civilian Identification Card** (civilian); or **Common Access Card (CAC)**.

1.14.2.4. Identification Tags (2 each).

1.14.2.5. DD Form 93, **Record of Emergency Data**.

1.14.2.6. Current DFAS Form 702, **Defense Finance and Accounting Service Military Leave and Earnings Statement**, or DFAS Form 1**, Department of Defense Civilian Leave and Earnings Statement**.

1.14.2.7. Two pairs of eyeglasses and one pair of eyeglass inserts for the gas mask (if required).

1.14.2.8. Two hearing aids and two sets of batteries (if required).

1.14.2.9. Training data on disks.

1.14.2.10. AF Form 357, **Family Care Certification**.

1.14.2.11. Required uniform items, personal clothing, and hygiene items according to MAJCOM/wing requirements.

1.15. **Services Education and Training Manager:**

1.15.1. Develops, coordinates (with Prime RIBS Manager and squadron activity managers), and implements annual HST plan, and provides quarterly updates to the Services squadron commander/division chief on team member training status.

1.15.2. Conducts and or schedules all Prime RIBS HST and SCT classes in accordance with AFI 34-254, *Services Education and Training.*

1.15.3. Maintains all training records in Training and Education Automated Management System (TEAMS) IAW AFI 34-254, *Services Education and Training,* with the exception of Readiness Training, which can be documented in either TEAMS or LOGMOD. IMA records are maintained at their unit of assignment.

1.15.4. Produces deployable training records (TEAMS disk) upon notification of all personnel deployments.

1.16. **UTC OIC/NCOIC:**

1.16.1. Coordinates/communicates with deployed FOL and teamed UTCs prior to deployment.

1.16.2. Advises FOLs, HQs rear staff, and home station of UTC whereabouts during deployment and redeployment. It is especially important to notify the home station unit control center as soon as possible after reaching the deployed location.

2. **Program Objectives, Scope, Planning, and UTC Posturing.**

2.1. **Objectives.** The Prime RIBS program is designed to:

2.1.1. Organize, train, and equip Services forces that can deploy quickly to provide food service, lodging, fitness, recreation, laundry, mortuary, field exchanges, and NAF resale activities in support of worldwide contingency operations.

2.1.2. Develop and maintain a highly skilled in-place force of civilians and IMAs to support home station sustaining requirements as prescribed in Air Force doctrine and the WMP.

2.1.3. Maintain highly skilled ARC Services forces to augment active duty forces during wartime operations and peacetime contingencies.

2.2. **Scope.** Whether assigned to deployable Prime RIBS teams, associated UTCs or in-place wartime/contingency duties at CONUS or overseas installations, the Prime RIBS team uses all Services military personnel in AFSCs 34MX, 3MOX1, and specified civilian personnel. All military personnel assigned to Services are postured on an UTC and therefore have a wartime/contingency Services combat support mission. As such, they should not be tasked to perform non-Services contingency duties for functional areas other than Prime RIBS, RED HORSE, air control squadrons, or port mortuary support.

2.2.1. Wartime duties fall into the following categories: Strategic Mission Support, inter-theater deployable, intra-theater deployable, overseas in-place, and CONUS sustainment. Except for Strategic Mission Support requirements identified in Services DOC statements, deployment requirements supersede all other staffing needs.

2.2.2. Services forces are identified on standard Air Force Prime RIBS UTCs. Prime RIBS UTCs belong in the Manpower and Equipment Force Packaging (MEFPAK) system under the alphanumeric series LW. Mission capability statements and manpower force element listings for each UTC are contained in the Manpower Force Packaging System (MANFOR) of the MEFPAK system. A logistics detail (LOGDET) for each UTC is maintained in the Logistics Force Packaging System (LOGFOR).

2.2.3. Prime RIBS UTCs are fully integrated into the Air Force's Force Module (FM) UTC concept.

2.2.3.1. FMs are a combination of cross-functional UTCs, combined to create a specific capability. Primary Air Force FMs include:

2.2.3.1.1. Open-the-Airbase. A small FM designed to open initial airfield capability; e.g., TALCE.

2.2.3.1.2. Command and Control. A small FM with management elements from all major functional areas, such as a Services LWRR4 UTC.

2.2.3.1.3. Establish-the-Airbase. A large FM responsible to prepare the beddown to receive weapon systems. This FM brings in Services life-sustaining support for food service, lodging, mortuary affairs, and laundry.

2.2.3.1.4. Generate-the-Mission. Brings the weapon system(s) or primary mission in; e.g., fighters, tankers.

2.2.3.1.5. Operate-the-Airbase. Expands initial life-sustaining functions and brings quality of life functions in such as fitness, recreation, and resale activities.

2.2.3.2. Services has its own series of FMs sized to support a range of beddown populations from small site support to Wing-sized deployments.

2.2.4. Active duty Prime RIBS teams must be available for worldwide deployment within 22 hours after initial notice. ARC teams must be available for deployment within 28 hours after initial notice. Prime RIBS teams must deploy with team kits as specified in the applicable LOGDET.

2.2.5. Home station sustaining mission requirements and base recovery actions are met by using assigned IMAs, civilian personnel, contract expansion, civilian overhires, NAF MOAs, and augmenting forces from the ARC, with MAJCOM approval.

2.2.6. Augmentation requirements of the active duty force may be supported by using ARC personnel (through the MAJCOM or HQ AFSVA MPA man-day program).

   2.2.6.1. Per diem and travel funding is the responsibility of the organization requesting the support.

2.2.7. <u>Subsistence Concepts</u>. The wartime subsistence policy for each theater of operation is described in the WMP I, Annex GG, Appendix 1, and Annex E, Logistics. To rotate WRM stocks, the use of operational rations to support the following may be authorized by the Services Commander/Director in coordination with the base WRM officer. (Requisition must be submitted for replacement of WRM stocks utilized as soon as possible.):

   2.2.7.1. During base exercises to include ground support and flight meals for exercise participants.

   2.2.7.2. For field training exercises.

   2.2.7.3. For disaster and humanitarian purposes (e.g., flood, earthquake, major accidents, etc).

   2.2.7.4. For any deployments that depart the installation in less than 48 hours.

2.2.8. Deployed Prime RIBS personnel operate field exchanges until AAFES civilian personnel are able to assume the operation. AAFES provides essential health and hygiene items and resale merchandise through field exchanges for deployed personnel during wartime and peacetime contingencies. Field exchange programs and operations are executed based on guidance from Exchange Operating Procedures (EOPs) 8-1 and 9-6.

2.2.9. Coordinate use of civilian employees and contracted personnel in business and financial operations in rear area support during Major Theater Wars, Small Scale Contingencies, declared national emergencies, base recovery, or disaster relief operations, with MAJCOM.

   2.2.9.1. AFI 36-507, *Mobilization of the Civilian Work Force*, governs the deployment of civilians.

   2.2.9.2. The Air Force Contract Augmentation Program (AFCAP) is used to provide MAJCOMs an option for the relief or augmentation of Services forces employed in a noncombatant, forward deployed environment. Contracts stipulate that the contractor may provide, as required, the personnel, equipment, materials, services, travel and other means necessary to provide a rapid worldwide planning and deployment capability. Initial response will ordinarily be assigned to military forces. As these forces establish a base(s) of operations and if extended activities are likely to occur, sustainment of operations through contract augmentation is a potential resource option. Additionally, contracts may be considered to fulfill home station contingency requirements.

2.3. **Deliberate Planning.** Services readiness planners assigned to theater commanders are required to develop OPlans and Conceptual plans using standard UTCs. Planners use the standardized Services requirements process for input into the TPFDD. Planners also create documented annexes to conceptual plans and OPlans.

2.3.1. The AEFC nominates UTC sourcing to the supporting MAJCOMs.

2.3.2. MAJCOM Services Prime RIBS FAMs must provide sourcing for Prime RIBS teams to support theater OPlans.

2.3.3. MAJCOMs guide bases on developing deployment, force reception, beddown, and redeployment plans to meet their Prime RIBS mission requirements.

2.4. **Crisis Action Planning.** Crisis action plans are executed in support of contingency and humanitarian operations where there is no existing deliberate operational plan or conceptual plan (with or without TPFDD).

2.4.1. Theater/Component Services planners develop crisis action plan requirements.

2.4.2. The AEFC nominates UTCs to respective MAJCOMs to support Theater/Component UTC requirements.

2.5. **Base Level Planning.** An understanding of MAJCOM and component plans is necessary to develop base and unit plans. Services units develop base support plans, disaster preparedness plans, non-combatant evacuation plans, support agreements, and memorandums of understanding and agreement. Base level planning also includes all local plans, checklists, and Services Unit Control Center operations.

2.5.1. Units must develop local checklists or OIs to outline Services actions and procedures to support base OPlans and contingency situations. These should include mobility deployments, major accident response, natural disaster response (including emergency sheltering of off-base civilians), terrorist attack response, Force Protection Condition changes, Chemical, Biological, Nuclear, Radiation, and High Yield Explosive (CBRNE) attacks, reception and beddown of incoming forces, and non-combatant evacuation.

2.5.2. Services Control Center (SCC)/ Unit Control Center (UCC). Units must establish a SCC with the capability for command and control (C2) of unit resources for response to actual or exercise situations. Control centers must have clear, concise, and complete checklists and status boards for C2 of the types of situations listed in paragraph **2.5.** and **2.5.1.** They should be located in a specifically designated area, be ready for immediate operation, have base and local area maps (including current base grid map), and have adequate communications systems (and back ups).

2.5.3. Deployed SCC. Squadrons with deployment missions must have checklists, status boards and C2 systems prepared to deploy and operate a SCC at a FOL. Deployable checklists and status boards should include beddown planning, all field Services operations and combat support functions, major accident response, mortuary/mass casualty, base attack response, and Ability to Survive and Operate (ATSO) actions. The squadron must track status of critical assets, resources, and capabilities to include: personnel, facilities, lodging bed spaces (by type and location), vehicles, communications systems, and essential equipment and supplies (including cooking and refrigeration equipment, rations, and mortuary supplies). (NOTE: Deployable checklists and status boards should be "ops tested" and fine-tuned during local and MAJCOM exercises and inspections). See **Attachment 2**, **Services Upward Reporting Data Elements**.

2.6. **UTC Posturing.**

2.6.1. Commanders are ultimately responsible for determining home station support requirements. The CSAF has made it clear that the installation deployment mission has priority over the

home station mission. MAJCOM Services Readiness FAMs are responsible for determining their installations' UTC posture based on Air Staff Services Readiness FAM established UTC posturing rules in this instruction. Services UTC posturing rules are maintained on the Air Force Services Agency web site. The Master UTC list should be used to track all military personnel assigned to the Services Squadron/Division.

2.6.2. All Services funded military authorizations (at wing level and above) must be postured on UTCs unless the area has been designated as "OUT" by the MAJCOM/CV and reported as out to MAJCOM and Air Staff manpower office (AF/DPMR).

2.6.2.1. MAJCOM Services Readiness FAMs will posture 90% of their installations' funded military authorizations on standard Prime RIBS deployable UTCs in accordance with paragraphs 2.6.6. and 2.6.7. MAJCOMs will work with their installation Services Commanders/Division Chiefs to implement home station military workload mitigation plans to maximize deployable capability during surge operations. Mitigation plans should include contractual support, contingency nonappropriated fund memorandums of agreement (NAF-MOAs), civilian over hires, delay of non-essential training and exercises and lastly a reduction in facilities and/or service.

2.6.2.2. The remaining funded military authorizations should be placed onto Associated (A) UTCs. A-UTCs are not deployable as a "team", but are used to hold personnel that may be deployed when a member of a deployable UTC is not available. Individuals on an A-UTC will be postured on a LWZZZ UTC.

2.6.3. Services units support an AEF two-hit strategy. The AEFC, in coordination with the MAJCOM Services Readiness FAM, determines which AEFs each Services unit will support. Approximately one-half of the Squadrons'/Divisions' UTCs are aligned in one AEF and the other half of the UTCs are aligned against a second AEF. The two AEFs should be the same AEFs the wing is tasked to support to keep Expeditionary Combat Support (ECS) aligned across the wing to enhance training.

2.6.4. Specialty UTC policy.

2.6.4.1. LWRR8, Services Learning Resource Center (LRC), is composed of Services, Information Management, and Education personnel. As the LWRR8 UTC owner, the Services Squadron Commander/Division Chief will ensure the installation provides the Education and Information Management personnel to train and deploy on this UTC.

2.6.4.2. LWRRP, Protocol, is a one-person UTC. The MAJCOM Services Readiness FAM will ensure all installation Protocol Officers, to include wing, NAF, and MAJCOM, are postured on UTCs and are prepared to deploy.

2.6.4.3. UTC LWRRH, Command Staff Augmentation, will be apportioned to specific air component commands.

2.6.4.4. LWRR6/LWRR7/LWRRM/LWRRN UTCs support the Dover AFB Port Mortuary and/or other mass fatality operations and the Air Force Survivor Assistance program.

2.6.5. UTC Coding. All UTCs must be coded in the AFWUS to provide visibility of the UTCs availability for taskings. Table 1. explains UTC codes.

Table 1. UTC Codes.

Code	Description	Code	Description
DWS	Available for full spectrum of requirements	AWS	Available for full spectrum of requirements
DWX	Available during wartime surge, not normally available for steady state requirements	AWX	Available during wartime surge, not normally available for steady state requirements
DXS	Available for steady state during assigned cycle, may be available during contingency surge if the unit's total tasking has not exceeded the number of "DW"-coded UTCs	AXS	Available for steady state during assigned cycle, may be available during contingency surge if the unit's total tasking has not exceeded the number of "DW"-coded UTCs
NPRM	Non-Deployable AEF Prime. Services variable UTC LWRAA used to posture OCONUS in-place mission requirements; i.e., short tours, MUNNS, etc. Provides TPFDD visibility of in-place capability.		

NOTE: The total number of "DW_"-coded UTCs postured across all AEF rotations equals the maximum number of UTCs that can deploy at one time during wartime surge. The second digit "W" does not apply to a specific UTC record. Any UTC of the same type, without regard to its AEF alignment, and availability code can deploy as long as the total number of UTCs, of the same type, do not exceed the total number coded "DW_".

2.6.5.1. <u>Standard UTC coding process</u>. Standard UTC coding is a two-step process.

2.6.5.1.1. Step one: The UTC coding's second digit ("W" or "X") determines the maximum number of Services UTCs available to deploy at one time in support of surge operations and/or war/contingency. Second digit UTC coding assumes all deployable war fighting capability is committed and only sustainment and training directly supporting the conflict will continue. Deployable capability from all AEFs may be required; therefore, the total of "DW_" coded UTCs is the maximum number of military that a unit may have simultaneously deployed at one time. Unless a UTC is needed at home station to directly provide or support war fighting capability, it should be coded "DW_". At least 80% of the funded military authorizations should be coded DW leaving no more than 20% of the military authorizations coded "DX" to support the home-station mission. The MAJCOM Services Readiness FAM, in coordination with the Services Commander/Division Chief, must determine the minimum number of military personnel required to support the home-station during surge operations based on military workload mitigation plans as discussed in paragraph **2.6.2.1.**. The goal is to "DW" code all standard Prime RIBS UTCs; however, once contracts and NAF-MOAs are considered, if there are insufficient military members to support the home-station mission, some UTCs may be coded "X" in the second character of the NSUTC code (up to 20% of the funded military authorizations). Capability in associated UTCs should be used to meet home station requirements before with holding a standard UTC. (**NOTE**: A Surge operation is defined as a UTC tasking level above what is available at a sustainable steady state level across two AEFs. A functional area may be at a surge level of tasking without a war if there is insufficient depth in the AEF pair coded "D_S".)

2.6.5.1.2. Step two: The third character of the UTC availability code (NSUTC code) is either "S" or "X". It reflects whether or not the UTC is available for steady-state rotational taskings. (Steady state does not refer to an operation like Southern Watch but to a level of support that can be maintained at a sustained level from one AEF rotation to the next.) 100% of Services Wing-level UTCs should be assigned an "S" in the third character reflecting the UTC may be tasked during its aligned AEF rotation. Above the Wing UTCs may be coded "X" in the third character; i.e., DWX for standard deployable UTCs or AWX for Associated UTCs.

2.6.6. Posture Rules.

2.6.6.1. At least 90% of funded military authorizations will be postured on D_S coded UTCs.

2.6.6.2. If possible, no more than 10% of funded military authorizations will be postured on A-UTCs and coded A_S.

2.6.6.3. The AEF two-hit strategy will not task more than one-half of D_S- and A_S-coded UTCs, or 50%, of the military authorizations at one time. 50% of the military authorizations will be available for home-station support during normal AEF rotations.

2.6.6.4. 80%, or more, of funded military authorizations will be postured on DW-coded UTCs (i.e., 80% of military authorizations may deploy under worst-case surge operations).

2.6.6.5. 20% of funded military authorizations will be postured on DX_ coded UTCs if the Wing's deployment mitigation plan does not meet expected home station sustainment support levels (i.e., the wartime/contingency minimum stay-home requirement--it assumes no AEF rotations.)

2.6.6.6. One-half of personnel assigned to A-UTCs will be apportioned to each of the wing's two primary AEFs to provide AEF predictability for UTC alternates.

2.6.7. Posturing Priority. UTCs will be postured in the following order:

2.6.7.1. Lead capability: LWRRA, LWRRB (3 each), LWRR4, and LWRR9.

2.6.7.2. Follow capability: LWRRB (2 each), LWRR4 or LWRR5.

2.6.7.3. Follow-on command and control: LWRR3

2.6.7.4. Once one Lead, one Follow, and one LWRR3 capability are postured, and if sufficient authorizations exist, posture one additional LWRRA UTC. Repeat Follow capabilities until 90% of funded military authorizations are postured on D_S coded UTCs.

2.6.7.5. The remaining 10% of funded military authorizations should be postured on two or more LWZZZ UTCs, one-half in each of the Wing's two AEFs.

2.6.7.6. OCONUS MAJCOMs will posture their in-place requirements using UTC LWRAA coded NPRM (Non-deployable AEF Prime) and align into their respective AEF Enabler library. Example: Short tour locations such as Osan AB, Korea: LWRAA should reflect the total funded military authorizations in the Services squadron, coded NPRM in AEF Enabler library E-ROK.

2.6.8. UTC Posturing/Coding (**EXAMPLE**).

2.6.8.1. Services Squadron/Division military *funded* authorizations = 85.

2.6.8.2. Minimum military required to support home-station during contingency operations (increased taskings above "steady state") = 17. (20% of the funded military authorizations--assumes Food Services contracts and contingency NAF-MOAs used).

2.6.8.3. Minimum military required to support home-station during steady-state rotations = 42.

Figure 1. UTC Posturing Example.

AEF-2				AEF-6	
LWRRA-9					LWRR3-3
LWRRB-9					LWRRB-9
LWRRB-9	DWS (41)	68 DW (80%)	DWS (27)		LWRRB-9
LWRRB-9					LWRR8-3
LWRR4-2					LWRR9-3
LWRR9-3		17 DX/AX (20%)	DXS (9)		LWRRB-9
LWZZZ-4	AXS (4)		AXS (4)		LWZZZ-4
45		D/A_S = 100%		40	

2.6.8.4. 90% of the Squadron is postured on deployable UTCs; 10% is postured on A-UTCs.

2.6.8.5. 80% of the squadron is postured on DW_ and/or AW_ UTCs, which represent the maximum number of simultaneously deployable positions.

2.6.8.6. A-UTCs are balanced between each of two AEFs and hold 10% of the squadron's authorizations.

2.6.8.7. During AEF steady-state rotations, approximately 50% of the funded military authorizations may deploy; therefore, approximately 50% of personnel are available to support home station.

2.6.8.8. During surge operations/war or contingencies (increased taskings)—up to 80% may be tasked (all DW_ coded UTCs). (The total number of UTCs deployed during surge cannot exceed the number of "DW_" postured across all libraries. If the LWRRB UTC coded DXS in AEF 6 is deployed when a contingency begins that requires the max number of LWRRB UTCs to be deployed, one of the LWRRB UTCs coded DWS in AEF 2 will not be available to deploy. Only 5 LWRRB UTCs are coded "DW" from across both AEFs, therefore no more than 5 can deploy simultaneously.)

2.6.8.9. Refer to the AFSVA web site, **https://www-r.afsva.af.mil**, for UTC posturing examples.

3. Education and Training.

3.1. **General.** All Services military personnel are required to participate in Prime RIBS training, to include: Home Station Training (HST), Services Combat Training (SCT), and Specialty Training based on UTC assignment. Prime RIBS training covers the full range of activities demanded in a contingency environment. Requirements are documented in the Services Career Field Education and

Training Plan (CFETP), the HST/SCT Training Matrix (**Table 2.** and **Table 3.**), and all ancillary training required for deployment and SORTS reporting.

3.1.1. All Services IMAs will be trained in wartime positions during annual tours and inactive duty training periods.

3.1.2. All Services military personnel assigned to the LWRRA, LWRRB, LWRR2, LWRR3, LWRR4, LWRR5, LWRR8 and LWRR9 UTCs must graduate from SCT through the Services Academy (3-level), AFIT 101, or a certified SCT site.

3.1.3. All Services military personnel assigned to the LWRR6, LWRR7, LWRRM, and LWRRN UTCs must attend specialty training relevant to OPlan tasking (refer to para **3.6.**).

3.2. **Home Station Training (HST).** Effective HST is critical to provide deployed commanders with fully qualified Prime RIBS team members capable of accomplishing the wide variety of Services' deployed responsibilities. Prime RIBS team members must be trained and ready for deployment to austere, bare base locations with limited or no facilities. HST should challenge Prime RIBS team members to improve their individual and UTC team capabilities for deployed operations. All Services military personnel, regardless of unit of assignment, will successfully complete HST every AEF Cycle (15 months).

3.2.1. HST now consists of Part 1, Orientation Training, and Part 2, Performance Training. Both deployable and associate Services UTCs at or below Air Staff-level will complete all HST packages to the orientation level, Part 1. Only deployable UTCs are required to accomplish Part 2, Performance Training (i.e., hands-on software and equipment training), by FAC, IAW **Table 2.**, *Home Station Training Requirements*. Services personnel assigned to an associate UTC will receive Part 2 training upon notification to deploy as an alternate. See the HST concept of operations (CONOPs) at **Figure 2.** The HST objectives can be found in the Plan of Instruction (POI) provided on the Air Force Services Agency's web page: **https://www.r.afsv.af.mil/ed/Readinesstrain.htm#HST**.

3.2.2. HST consists of computer-based training, self-study guides, classroom education, hands-on equipment training, and ancillary training such as weapons qualification, Nuclear, Biological, and Chemical warfare defense training, and Self-aid Buddy Care. (*NOTE:* IMAs will complete initial ancillary training and receive Part 1 and Part 2 training as determined by their unit commander (e.g., when mobilized to deploy to a forward operating location).

3.2.2.1. HST instructors must use comprehensive lesson plans, training aids, and student handouts to conduct training. HST materials, developed by AFSVA, will be used; however, may be tailored locally to add additional training elements. HST must meet criteria published in the lesson plans and objectives by AFSVA.

3.2.2.2. Services units must equip themselves with authorized HST assets IAW Allowance Standard 429, Part M, Prime RIBS Training Equipment.

3.2.3. AFSCs 2S0X1, 3S2X1, and 3A0X1 assigned to LWR UTCs will receive HST from the Services curriculum that directly relates to their AFSC (e.g., an information management specialist could process paperwork in the mortuary; a supply person should help in the subsistence distribution centers). They are placed on LWR series UTCs because of their unique skills.

3.2.4. The primary wartime job for IMAs, upon mobilization, will be to assume command and control of essential Services activities at the home station. HST for IMAs will be accomplished on an as-needed basis; however, IMAs will be trained and certified before using any field equipment.

Figure 2. Prime RIBS Home Station Training Concept of Operations (CONOPs).
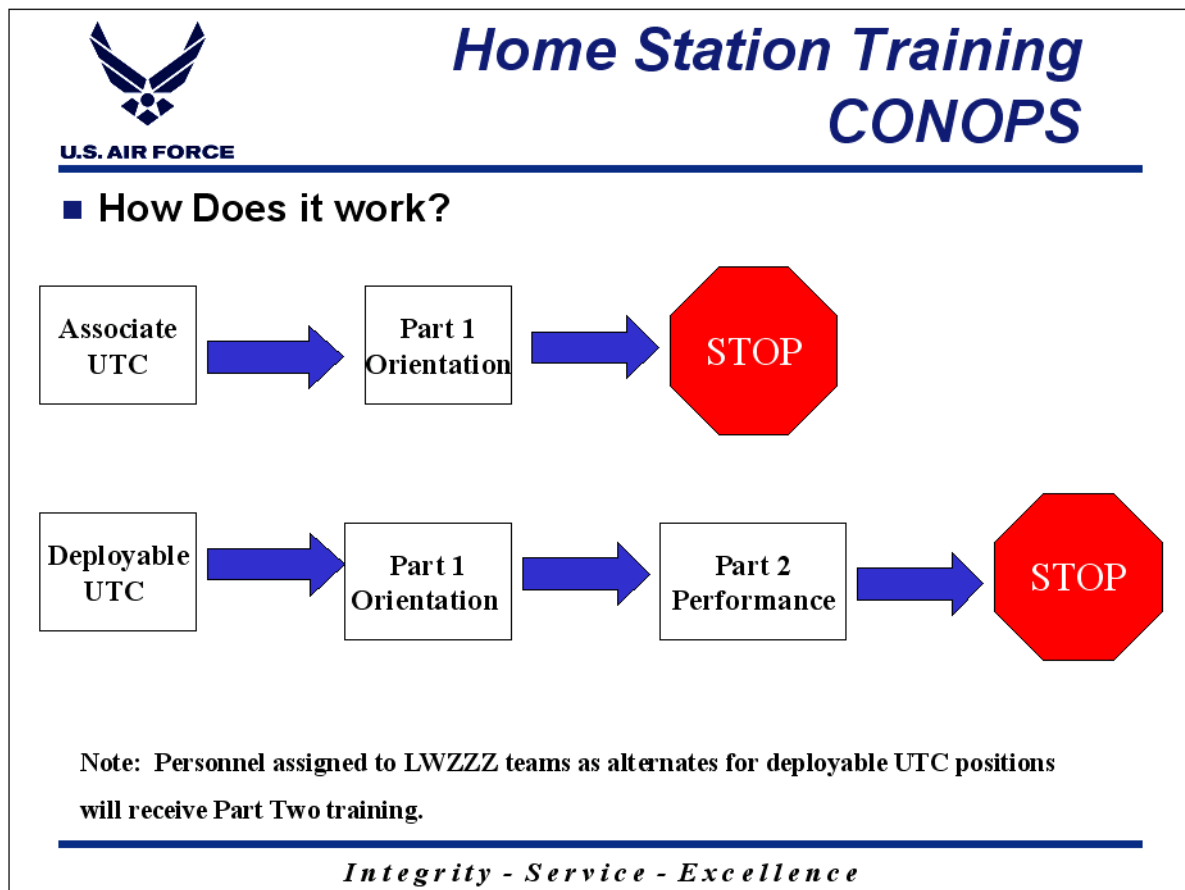
3.2.5. Attendance at SCT does not replace AEF cycle HST requirements.

3.2.6. At a minimum, 30 % of personnel postured on LWRRA, LWRRB, LWRR2, LWRR6, and in-place UTCs assigned to the port mortuary, must be trained on specialized vehicles (2-1/2 ton, 1-1/2 ton and 10 K forklift).

3.3. **Services Combat Training (SCT).** All deployable UTCs are required to attend SCT. Associate UTCs assigned to units with deployable UTCs are required to attend SCT as team alternates. Associate UTCs not assigned to units with deployable UTCs are not required to attend SCT (Commanders/Directors have the option to send their personnel to SCT if desired). The following policy provides the roadmap for complying with the CSAF vision and guidance contained in AFI 10-400, *Aerospace Expeditionary Force Planning*. It also provides direction for implementing SCT course curriculum, and scheduling. UTCs are coded as deployable or required to remain in place. UTCs coded as deployable are used to support deployment taskings. DW and AW-coded deployable UTCs show the maximum simultaneous deployment capability of a unit when contingency requirements require surge, including "reach forward" into additional AEFs to meet wartime taskings. Deployable UTCs may be

available in any rotation during surge operations. Associate UTCs (typically AWS or AXS-coded) are also deployable but built for authorizations that do not fit into standard deployable UTCs. In place UTC LWRAA is used for units where the wartime mission is to remain in-place (e.g., short tour locations in the Republic of Korea).

3.3.1. Deployable UTCs (DWS, DWX, or DXS) LWRRA, LWRRB, LWRR2, LWRR3, LWRR4, LWRR5, LWRR8, and LWRR9 are required to attend SCT and should be scheduled during the 90-120 day window prior to their AEF deployment cycle (see **Figure 3.**), if possible. During increased contingency taskings, there may be a need to project SCT training dates prior to the 90-120 day window in anticipation of AEFC "reaching forward" to task upcoming UTCs prior to their scheduled AEF deployment window based on combatant command deployment requirements. The required training frequency is every 30 months for active duty forces and every 45 months for ARC forces. Training for active duty forces will be divided into two cycles; training for ARC forces will be divided into three cycles (i.e., approximately 50% of the active duty force at or below wing-level on a deployable or associate UTC will be trained at SCT every 15-month AEF Cycle; for ARC forces, approximately 33% will be trained every 15-month cycle). If a UTC cannot be scheduled for SCT during their scheduled training window, they will coordinate with their MAJCOM training manager to ensure training is scheduled at the earliest possible time.

Figure 3. Functional Activity Code (FAC) Assignment and Training Plan (an explanation of the Services Combat Training window).
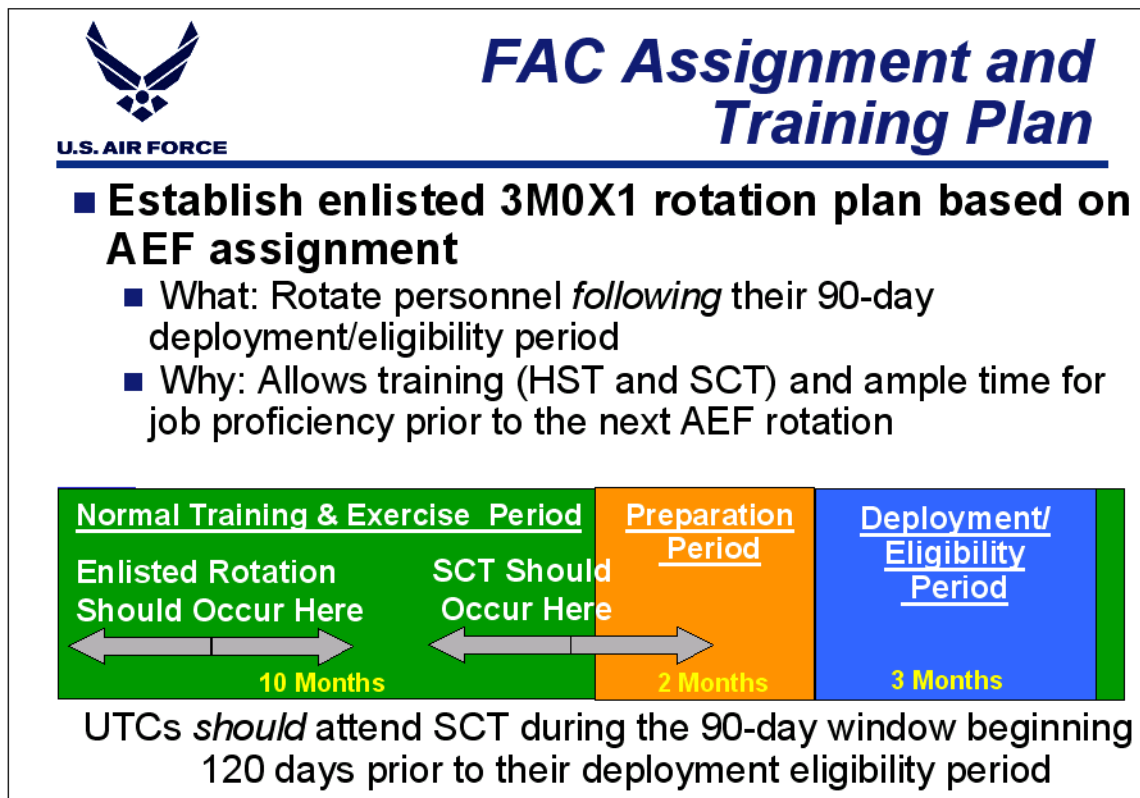
3.3.2. All personnel assigned to a deployable UTC will attend SCT as a complete team, if possible. Individual UTC members are exempt if they have attended training within the last 12 months

prior to their scheduled training date. (Exceptions to this rule are ARC forces assigned to UTCs who will attend training based on their AEF deployment cycle.)

3.3.3. Personnel not postured on a deployable UTC, but assigned as an alternate on an associate UTC (i.e., LWZZZ), will be identified to MAJCOM training managers to be scheduled to attend training with their unit if space is available. If space isn't available, they will be scheduled to attend SCT during any available class where there is an opening. Scheduling for personnel on the LWZZZ UTC will be handled on a case-by-case basis.

3.3.4. For SORTS measurement, a unit commander may temporarily waive overdue HST and SCT for deployed personnel, but for no longer than 30 days after they return to home station.

3.3.5. Unit commanders may request (through their MAJCOM/SV to AF/ILV) SCT credit be given to individuals who set up and used Harvest Falcon/Eagle WRM assets and deployable Prime RIBS equipment in a real world contingency/war or exercise deployments (i.e., for beddown operations, not sustainment/steady-state operations).

3.3.6. Individuals assigned to UTCs postured to support AEF Enabler packages (not assigned to one of the 10 AEFs) will be scheduled for training on a rotational basis, the same as AEF scheduled UTCs. Individuals are as follows:

3.3.6.1. Those in a PCS status will be required to attend SCT during their scheduled training window up to 60 days prior to PCS.

3.3.6.2. Those PCSing from an in place UTC base/assignment to a deployable UTC base/ assignment will be scheduled for SCT within 120 days of the new assignment. (**Exception:** If the UTC the individual is assigned to is scheduled to attend SCT within 12 months of the new member's arrival, then the individual should attend SCT as part of the team.)

3.3.6.3. Those assigned to a base where the mission is tasked to remain in place (e.g., overseas short tour locations and CONUS bases with in-place UTCs) *are not required* to attend SCT unless deemed necessary by the MAJCOM/SV. Personnel who PCS from one "in-place" assignment to another, and their SCT qualification date expires, **must be** scheduled for SCT within 120 days of the new assignment.

3.3.7. Functional account code (FAC)-specific training.

3.3.7.1. Deployable UTCs will be scheduled to attend SCT using the "team training" concept. Teams will deploy as an entire UTC and will be trained in the function they are assigned.

3.3.7.2. Individuals will receive in-depth training in the functional area they are assigned to on their UTC.

3.3.7.3. Students will be assessed as a team and on an individual basis. Instructors will evaluate using the minimum standards evaluation checklist provided by HQ AFSVA. There will not be "team failures." However, individuals can fail for substandard performance. Each team and/or individual will receive additional training when necessary.

3.3.7.4. MAJCOMs will be responsible for sending the SCT site manager a listing of personnel, by UTC and FAC, NLT 14 days prior to each class start date.

3.4. **HST and SCT Curriculum. Table 2.** and **Table 3.** itemize the curriculum for HST and SCT based on FAC.

Table 2. Prime RIBS Home Station (HST) Requirements (Part I&II).

Prime RIBS Training Requirements / Duty Position	Skill Level	Orientation (SVS Mission, Safety, Prime RIBS Orient.)	C2 (Cmd/Ctrl)	Contingency Contracting Fundamentals	Shelters	Force Beddown Planning	Field Hygiene	Wartime Mortuary	Field Feeding Operations (Sanitation, Accounting, Food Prep)	Field Feeding Platforms
Team Leadership, Readiness, & Mortuary Affairs	Officers		X		X	X		X		
	3M091		X		X	X		X		
	3M071		X		X	X		X		
Food Service	3M071		X		X	X			X	X
	3M051		X		X				X	X
	3M031		X		X				X	X
Lodging	3M071		X		X	X		X		
	3M051		X		X			X		
	3M031		X		X			X		
Fitness & Recreation	3M071		X		X	X		X		
	3M051		X		X			X		
	3M031		X		X			X		

Prime RIBS Training Requirements / Duty Position	Skill Level	Fuel Fired Field Equipment (M2A/M59) [See Note 3]	Fuel Fired Field Equipment (M67) [See Note 3]	70,000 BTU Heater	Fitness, Recreation, & Library (w-software)	NAF Accounting (w-software)	Field Lodging/ Laundry (w-software)	Tactical Field Exchange
Team Leadership, Readiness, & Mortuary Affairs	Officers	X	X			X		X
	3M091	X	X			X		X
	3M071	X	X			X		X
Food Service	3M071	X	X					
	3M051	X	X					
	3M031	X	X					
Lodging	3M071	X	X				X	X
	3M051	X	X				X	X
	3M031	X	X				X	X
Fitness & Recreation	3M071	X	X		X	X		
	3M051	X	X		X	X		
	3M031	X	X		X	X		

NOTES:

OPR: HQ USAF/ILVR

NOTE 1: All Associate/Deployable UTCs are required to accomplish Part I objective for all blocks of instruction.

NOTE 2: Deployable UTCs are required to accomplish Part II objective (denoted by "X") in accordance with FAC and Skill Level.

NOTE 3: At HST, all food personnel are required to demonstrate proficiency, twice every 15 months.

Table 3. Services Combat Training (SCT) Requirements.

Prime RIBS Training Requirements — Duty Position	Skill Level	Orientation (SVS Mission, Safety, Prime RIBS Orient.)	Mission Briefing	C2 (Cmd/Ctrl)	Contingency Contracting Fundamentals	Wartime Mortuary	Shelters	Force Beddown Planning	Field Feeding Operations (Sanitation, Accounting, Food Prep)	Field Feeding Platforms	Fuel Fired Field Equipment (M2A/M59) [See Note 3]	Fuel Fired Field Equipment (M67) [See Note 3]	70,000 BTU Heater	Fitness, Recreation, & Library (w-software)	NAF Accounting (w-software)	Field Lodging & Laundry (w-software)	Tactical Field Exchange
Team Leadership, Readiness & Mortuary Affairs	Officers	X	X	X	X	X	X	X					X		X		X
	3M091	X	X	X	X	X	X	X					X		X		X
	3M071	X	X	X	X	X	X	X					X		X		X
Food Service	3M071	X	X	X	X		X	X	X	X	X	X	X				
	3M051	X	X	X			X		X	X	X	X	X				
	3M031	X	X	X			X		X	X	X	X	X				
Lodging	3M071	X	X	X	X	X	X	X					X			X	X
	3M051	X	X	X			X	X					X			X	X
	3M031	X	X	X			X	X					X			X	X
Fitness & Recreation	3M071	X	X	X	X	X	X	X					X	X	X		
	3M051	X	X	X			X	X					X	X	X		
	3M031	X	X	X			X	X					X	X	X		

NOTES:

OPR: HQ USAF/ILVR

NOTE 1: All personnel are required to accomplish SCT in accordance with their FAC and skill level on their designated UTC. "X" denotes specific training required by FAC and skill level

NOTE 2: At SCT, all food personnel are required to demonstrate proficiency on fuel fired equipment during meal preparation.

3.5. **Prime RIBS Specialty Teams.** Attend readiness training relevant to OPlan taskings with the same frequency indicated in paragraphs **3.3.1.** and **3.3.2.**, with the exception of Port Mortuary dedicated teams (LWRR6, LWRR7, LWRRM, LWRRN — see paragraphs **3.5.1.** through **3.5.4.**). Specialty team training consists of classroom and hands-on training held at an Air Force centralized school, training site, or at the intended wartime operating location. Recurring SCT may be necessary depending on the wartime mission the Prime RIBS UTC is required to execute. MAJCOM Services functional area managers assign specialty team taskings to their respective units and gained ARC units.

3.5.1. Port Mortuary teams. These teams, to include disposition and in-place personnel, attend training at the Dover AFB, DE port mortuary on a bi-AEF-cycle basis (i.e., every 30 months).

3.5.2. Port Mortuary personnel who work in a real-world mass fatality incident at a port mortuary will receive credit for their training requirement. Copy of orders will be the source document to reflect participation in a real-world mass fatality incident.

3.5.3. Port Mortuary personnel will complete initial ancillary training, then again as required by MAJCOM or on a just-in-time basis.

3.5.4. Port Mortuary personnel are required to receive the core (part-1) Services portion of HST (sanitation, immersion heater, M-2, M-59, feeding/meal prep, fitness and sports) to maintain familiarity and currency in Services wartime tasks.

3.6. **LWRRH Teams.** Personnel assigned to UTC LWRRH (i.e., command and staff augmentation) and other Services readiness planners assigned to MAJCOM, Air Force Component, Numbered Air Force, AEFC, AFSVA, and HQ USAF staffs should receive both formal and informal education and training to enhance their ability to execute their planning responsibilities.

3.6.1. Readiness planners' courses of instruction and policy and guidance documents include, but are not limited to:

3.6.1.1. Contingency Wartime Planning Course (CWPC)

3.6.1.2. Joint Operational Planning and Execution System (JOPES)

3.6.1.3. Deliberate and Crisis Action Planning and Execution Segment (DCAPES)

3.6.1.4. Status of Resources and Training System (SORTS)

3.6.1.5. Designed Operational Capability (DOC) Statement

3.6.1.6. Contingency contracting-typically a local MAJCOM/Component level informal course

3.6.1.7. War Reserve Materiel (WRM)—TDY to WRM storage locations to learn WRM support systems, i.e., Harvest Falcon and Eagle and their respective packaging methodologies.

3.6.1.8. Global Transportation Network (GTN).

3.6.1.9. War and Mobilization Plan (WMP), Volume 1, Annex GG, Services War Planning

3.6.1.10. Letter of Instruction (LOI) for each operational plan (OPlan)

3.6.1.11. Part 1 of Services HST to maintain familiarity and currency in Services wartime tasks.

3.6.2. LWRRH UTCs should train with their gained air component staff no less than every other AEF cycle.

3.6.3. Services readiness planners above Wing-level may be awarded the R (Readiness) AFSC prefix. For requirements, refer to AFMAN 36-2108, *Enlisted Classification*, Atch 3; and, AFMAN 36-2105, *Officer Classification*, Part A.

3.7. **Deployment Preparation Training.** All Prime RIBS personnel will receive training in accordance with AFI 10-403, *Deployment Planning*.

4. Equipment and Supplies.

4.1. **Deployment Equipment Requirements.** Prime RIBS UTCs must be equipped with team kits as listed in the LOGDET (Logistics Detail) and team members issued individual deployment bags.

4.1.1. The M-16 is the primary weapon for all Services personnel (officer and enlisted) and they will be trained accordingly. MAJCOMs may authorize the 9-mm for officers on an as-required basis.

4.1.2. **Figure 4.** lists equipment kits that are required based upon the status of UTC posture at the base:

Figure 4. Equipment UTC Requirements.

UTC Postured/Mission	Equipment UTC Requirement
LWRRG (Initial Mortuary Affairs Kit)	1-LWRRG (Active units only) for each installation postured with one or more LWRRA UTCs in ACC/AMC/USAFE/PACAF/AFSOC
LWRRF (Single Pallet Expeditionary Kitchen (SPEK))	1-LWRRF (Active units only) for each installation postured with one or more LWRRA UTCs in ACC/AMC/USAFE/PACAF/AFSOC LWRRF (1 positioned at each SCT site/ 1 at Lackland)
LWRRD (Initial Fitness and Recreation Kit)	LWRRD, Theaters procure upon need to support contingency operations

4.2. **Deployment Preparation.** Prime RIBS teams will prepare and deploy according to AFI 10-403, *Deployment Planning,* and locally defined installation deployment guidance. Services units should provide input to local deployment guidance to ensure the deployment guidance meets Services requirements. For example, other base agencies/units may need to procure, store, maintain, and issue deployment bags, body armor, and weapons, as necessary, for the Prime RIBS team to meet its deployment commitment.

4.3. **Prime RIBS Decals.** Units are authorized to use Prime RIBS decals for identification of supplies and equipment. The Air Force visual aid numbers are:

4.3.1. AFVA 140-2, *Two-Inch Prime RIBS Decal*.

4.3.2. AFVA 140-3, *Four-Inch Prime RIBS Decal*.

4.3.3. AFVA 140-4, *Eight-Inch Prime RIBS Decal*.

5. Funding Services Activities and Programs at Forward Operating Locations (FOLs):

5.1. **Prime RIBS Program Funding.** The Prime RIBS program (personnel, training, equipment, and supplies) is funded through appropriated funds (APF).

5.2. **Basic Recreational Program Funding.** Basic recreational programs, except for resale, should be funded with appropriated funds since these programs are usually provided at no cost to personnel. Additional guidance can be found in AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*.

5.3. **Morale, Welfare, and Recreation (MWR) Funding.** If MWR programs at FOLs mature into revenue-generating programs, those nonappropriated funds (NAF) revenues should be reinvested into the MWR programs at the deployed location.

5.4. **AAFES-Directed Activities Funding.** Funding guidance for AAFES-directed activities can be found in the following publications: Joint Publication (JP) 1-0, *Joint Doctrine for Personnel Support to Jojnt Operations* (Appendix L, Morale, Welfare, and Recreation); AFJI 34-210, *Army and Air Force Exchange Service (AAFES) Operating Policies*; and, EOP 8-1, *AAFES Imprest Fund Activities*, and EOP 8-6, *Military/AAFES Operated Tactical Exchanges*.

MICHAEL E. ZETTLER, Lt General, USAF
DCS/Installations & Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Directive 1100.18, *Wartime Manpower Mobilization Planning,* 31 Jan 86

DoD Instruction 1100.19, *Wartime Manpower Mobilization Planning Policies and Procedures*, 20 Feb 86

AFPD 34-1, *Services Combat Support*

AFI 10-201, *Status of Resources and Training System*

AFI 10-400*, AEF Planning*

AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*, Chap 9

AFI 10-402, *Mobilization Planning*

AFI 10-403, *Deployment Planning and Execution*

AFI 34-254, *Services Education and Training*

AFI 36-507, *Mobilization of the Civilian Work Force*

AFI 36-2629, *Individual Mobilization Augmentee Resource Management*

AFI 65-106*, Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*

WMP-1, Annex GG, *War and Mobilization Plan*

AS158/159*, Harvest Eagle/Harvest Falcon WRM*

AS429, *Civil Engineering Squadron Heavy Repair (RED HORSE) and Prime BEEF/Prime RIBS Teams*

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

ACS—Agile Combat Support

AEF—Air and Space Expeditionary Force

AEFC—Air and Space Expeditionary Force Center

AETC—Air Education and Training Command

AFCC—Air Force Component Command

AFIT—Air Force Institute of Technology

AFRC—Air Force Reserve Command

AFSVA/CCR—Air Force Services Agency Reserve Advisor

AFWUS—Air Force Worldwide UTC Availability System

ANG—Air National Guard

ANG/SVX—Air National Guard Readiness Center, Services Branch

APF—Appropriated Funds

ARC—Air Reserve Component

ART—AEF UTC Reporting Tool

AS—Allowance Standard

ATSO—Ability to Survive and Operate

BLA—Base Level Assessment

BSP—Base Support Plan

CAVS—Centralized ARC Voluntary Support

CBT—Computer Based Training

CFETP—Career Field Education and Training Plan

COMACC—Commander, Air Combat Command

ConPlan—Conceptual Plan

CONUS—Continental United States

DFT—Deployment for Training

DOC—Designed Operational Capability

DOD—Department of Defense

ECS—Expeditionary Combat Support

ESP—Expeditionary Site Plan

FAC—Functional Account Code

FAM—Functional Area Manager

FM—Force Module/ Field Manual

FOL—Forward Operating Location

HST—Home Station Training

HQ AETC—Headquarters Air Education and Training Command

HQ AFRC/SVX—Headquarters Air Force Reserve Command, Plans and Force Management Division

HQ AFSVA/SVO—Headquarters Air Force Services Agency, Directorate of Operations

HQ AFSVA/SVOR—Headquarters Air Force Services Agency, Readiness and Air Reserve Division

HQ AFSVA/SVX—Headquarters Air Force Services Agency, Directorate of Force Management and Personnel

HQ AFSVA/SVXT—Headquarters Air Force Services Agency, Training and Development Division

HQ USAF/ILV—Headquarters United States Air Force Directorate of Services

HQ USAF/ILVR—Headquarters United States Air Force Directorate of Services, Readiness and

Requirements Division

HQ USAF/XO—Headquarters United States Air Force Deputy Chief of Staff for Air and Space Operations

IAW—In Accordance With

IDT—Inactive Duty Training

IMA—Individual Mobilization Augmentee

IPT—Integrated Process Team

LOGFOR—Logistics Force Packaging System

LOGDET—Logistics Detail

MAJCOM—Major Command

MANFOR—Manpower Force Packaging System

MEFPAK—Manpower and Equipment Force Packaging

MOU—Memorandum of Understanding

MPA—Military Personnel Appropriations

MRE—Meal Ready to Eat

MTW—Major Theater War

NAF—Numbered Air Force

NAF—Nonappropriated Funds

NBC—Nuclear, Biological, Chemical

NCOIC—Noncommissioned Officer in Charge

OI—Operating instruction

OIC—Officer in Charge

OPlan—Operation Plan

PERSTEMPO—Personnel Tempo

POM—Program Objective Memorandum

Prime RIBS—Prime Readiness in Base Services

RED HORSE—Rapid Engineer Deployable Heavy Operations Repair Squadron Engineer

RPA—Reserve Personnel Appropriations

RTEAM—Readiness, Training, Education, and Manpower

SCT—Services Combat Training

SMS—Strategic Mission Support

SORTS—Status of Resources and Training System

SOW—Statement of Work

SSC—Small Scale Contingency

SV—Services

TEAMS—Training and Education Automated Management System

TFA—Total Force Assessment

TFE—Tactical Field Exchange

TPFDD—Time-Phased Force and Deployment Data

UTC—Unit Type Code

WFRR—War Fighting Requirements Review

WMP—War and Mobilization Plan

WRM—War Reserve Materiel

Terms

Contingency—An emergency involving military forces caused by natural disasters, terrorists, subversives, or by required military operations. Contingencies require plans, rapid response, and special procedures to ensure the safety and readiness of personnel, installations, and equipment.

Contingency Operations—Operations involving the use of US military forces to achieve US objectives, usually in response to an emerging or unexpected crisis. Contingency operations may evolve into sustained military operations.

Deployment—The relocation of forces to designated areas of operations.

Designed Operational Capabilities (DOC) Statement—The document prepared by the parent MAJCOM that outlines each measured unit's DOC and contains the unit's identification, mission tasking narrative, mission specifics, and measurable resources.

Functional Area Specific Training—Individuals will be trained in the functional area they are assigned to on their UTC, based on functional account code (FAC). Individuals will also be trained in additional areas required by the attached training matrix.

Logistics Force Packaging System (LOGFOR)—A MEFPAK subsystem that provides equipment and materiel requirements and summarized transportation characteristics through its Logistics Detail component.

Manpower and Equipment Force Packaging System (MEFPAK)—A data system that supports contingency and general war planning with predefined and standardized personnel and equipment force packages. MEFPAK, which operates in the command control environment, comprises two subsystems: the Manpower Force Packaging System (MANFOR) and the Logistics Force Packaging System (LOGFOR).

Manpower Force Packaging System (MANFOR)—A MEFPAK subsystem that provides:

1. The title of the unit or force element and its unique Joint Chiefs of Staff Unit Type Code.

2. The capability statement containing the definition of unit capability.

3. The manpower detail by function, grade (officers only), and Air Force specialty code required to meet the defined capability.

Mission Capability Statement (MISCAP)—A short paragraph that describes the mission capabilities that planners expect of a specific UTC at execution. The statement usually contains pertinent information such as the type of base where commanders will deploy the unit, the unit's functional activities, and other augmentation requirements necessary to conduct specific missions. The MISCAP is located on the DOC statement.

Operation Plan (OPlan)—A plan for one or more operations that deployed units carry out simultaneously or in a series of connected stages. Higher authorities normally issue OPlans as directives based on stated assumptions to allow subordinate officers to prepare supporting plans and orders.

Team Training—Scheduling deployable Unit Type Codes (UTCs) for SCT as a team.

Total Force Assessment (TFA)—Listing of all Air Force wartime personnel requirements and resources for the Future Years Defense Plan (FYDP).

Unit Type Code (UTC)—A five character alphanumeric designator that uniquely identifies each Armed Forces unit.

Attachment 2

SERVICES UPWARD REPORTING DATA ELEMENTS

(NOTE: SOME ITEMS MAY NOT APPLY TO ALL OPERATING LOCATIONS)

LOCATION:

DATE/TIME (ZULU) OF REPORT:

SV/CC:

CELL PHONE:

LAND LINE (Unclas):

LAND LINE (STE):

24-HOUR CONTACT #:

E-MAIL (NIPR):

E-MAIL (SIPR):

A MANNING

A1 # RIBS MBRS. —IN PLACE

A2 # RIBS MBRS—PROJECTED TOTAL

A3 BEDDOWN POP.—CURRENT

A4 BEDDOWN POP.—PROJECTED TOTAL

AR REMARKS

B FOOD SERVICE

B1 # OF SV PERSONNEL ASSIGNED

B2 # OF DINING FACILITIES

B3 TYPE OF FACILITIES (EXAMPLE: BUILDING/9-1 KITCHEN/CDK/SPEK)

B4 NORMAL/SURGE SEATING CAPACITY PER FACILITY (EXAMPLE: 200 /300)

B5 FLIGHT LINE FEEDING OPERATION? (Y/N) TYPE? (EXAMPLE: BLDG/CDK/SPEK)

B6 TOTAL AVERAGE DAILY HEADCOUNT (SINCE LAST SITREP)

B7 MRE INVENTORY (# CASES; INCLUDE DATES OF PACK):

B8 MRE DAYS OF SUPPLY (3 MREs/PERSON/DAY x CURRENT BEDDOWN POPULATION (A3))

B9 MRES ON ORDER (# CASES; ESTIMATED ARRIVAL DATE)

B10 UGR INVENTORY (# OF MODULES; INCLUDE DATES OF PACK)

B11 UGRs ON ORDER (# MODULES; ESTIMATED ARRIVAL DATE)

B12 BOTTLED WATER INVENTORY (SIZE BOTTLES)

B13 NAME OF FOOD SERVICE CONTRACTOR

B14 TYPE OF FOOD SERVICE CONTRACT (EXAMPLE: FULL/MESS ATTENDANT)

B15 ADEQUATE COLD STORAGE CAPABILITY? (YES/NO)

BR REMARKS (EXAMPLE: SUPPLEMENTING WITH FRESH FRUITS AND VEGETABLES)

C CONTINGENCY LODGING

C1 # SV PERSONNEL ASSIGNED

C2 TOTAL # OF BEDSPACES—CURRENTLY AVAILABLE ON BASE/OFF BASE

C3 TOTAL # OF PROJECTED BEDSPACES—ON BASE/OFF BASE

C4 # OF TENTS

C5 # OF PERSONNEL LODGED IN TENTS

C6 # OF PERSONNEL LODGED IN HARD BILLETS ON BASE

C7 # OF PERSONNEL LODGED OFF BASE

CR REMARKS

D LAUNDRY OPERATION/LINEN EXCHANGE

D1 # OF SV PERSONNEL ASSIGNED

D2   INVENTORY OF SELF HELP LAUNDRY WASHERS/DRYERS

D2 LAUNDRY CONTRACT AVAILABLE? (YES/NO)

DR REMARKS

E MORTUARY AFFAIRS

E1 # OF SV PERSONNEL ASSIGNED

E2 REFER UNIT INVENTORY/ BY TYPE (EXAMPLE: 2 @ 250 CU FT, 1 @ 1200 CU FT.)

E3 # OF TRANSFER CASES (CURRENT/REQUIRED)

E4 # OF HUMAN REMAINS POUCHES (CURRENT/REQUIRED)

E5 IS THERE A DEDICATED MORGUE? (YES/NO)

E6 IS THERE A CURRENT, LOCAL SEARCH AND RECOVERY PLAN? (YES/NO)

ER REMARKS (EXAMPLE: STATUS OF SEARCH AND RECOVERY KIT)

F FITNESS

F1 # OF SV PERSONNEL ASSIGNED

F2 FACILITY TYPE/SIZE (EXAMPLE: CALIFORNIA SHELTER/2500 SQ. FT.)

F3 EQUIPMENT (QUANTITY/BY TYPE)

F4 EQUIPMENT PURCHASED LOCALLY OR UTC ASSET?

F5 IS THERE A MAINTENANCE CONTRACT? (YES/NO)

FR REMARKS

G RECREATION/RESALE

G1 # OF SV PERSONNEL ASSIGNED

G2 FACILITY TYPE/SIZE

G3 PROGRAMS (TYPE/FREQUENCY)

G4 TOURS (TYPE/FREQUENCY)

G4 NAF RESALE OPERATION? (YES/NO)

G5 AVERAGE WEEKLY INCOME

G6 AAFES OPERATION (EXAMPLE: RESALE, BARBER, ANTHONY'S PIZZA)

G7 AFE/USO TOURS (HISTORICAL AND PLANNED, +/- 2 WEEKS)

H LEARNING RESOURCE CENTER

H1 # PERSONNEL ASSIGNED BY AFSC

H2 FACILITY TYPE

H3 BOOK INVENTORY

H4 MAGAZINE SUBSCRIPTIONS

H5 # LRC COMPUTERS

HR REMARKS

I LEADERSHIP/LOGISTICS/ADMINISTRATION

I1 # PERSONNEL ASSIGNED BY AFSC

I2 # VEHICLES (BY TYPE)

IR REMARKS

K ACCOMPLISHMENTS/FUTURE PLANS

K1 RECENT SUCCESS STORIES

K2 FUTURE PLANS (WITH ESTIMATED COMPLETION DATES)

K3 LESSONS LEARNED/ISSUES/OBSERVATIONS

K4 OTHER REMARKS